

### **Pre-Award Grants Advisor**

#### **Research Funding Affairs Unit, Instituto Gulbenkian de Ciência, Oeiras, Portugal**

The Instituto Gulbenkian de Ciência (IGC) is looking for a motivated Pre-Award Grants Advisor to join the team of the Research Funding Affairs (RFA) Unit.

#### **ROLE**

We seek a highly motivated Pre-Award Grants Advisor with experience in proposal development (mainly individual proposals such as ERC, MSCA-IF, La Caixa, FCT CEEC Individual, among others). The Grants Advisor will actively assist the IGC research community in securing competitive funds for research activities related to the institute's strategic goals, following IGC internal policies and conditions of funding bodies. Although the focus of the position will be on the pre-award management of Individual research-driven calls from diverse funding agencies, the post holder may also be called to assist in the support of other types of proposals development (ex: collaborative and/or institutional projects) and provide support for other matters dealt with by the RFA Unit, as needs arise.

Successful candidate main responsibilities will include:

- Identification and dissemination of funding opportunities tailored to the IGC research community.
- Feed an internal database and regular newsletters with up-to-date information on upcoming funding opportunities.
- Analysis of awards policies and requirements.
- Provide expert information to potential candidates on different research grants calls, including funder-specific terms & conditions, and costing.
- Provide high-level pro-active support and advice to IGC researchers in the preparation, development, and submission of strong research grant proposals (including draft and review of non-scientific parts) to competitive calls from National, EU, and other relevant national or international funders (e.g. FCT, CCDR-LVT, ERC, MSCA, La Caixa, EMBO, etc.)
- Lead contract negotiation with funding agencies of awarded grants in liaison with other relevant departments at IGC, and conduct handover meetings of awarded contracts to the post-award services.
- Participation & organization of professional conferences, meetings, seminars, and workshops on national and international funding issues.

He/she will be working closely with the other members of the Research Funding Affairs Unit (RFA Unit) team and IGC services and will report to the head of the RFA Unit.

#### **PROFILE**

- MSc and/or Ph.D. degree. A scientific degree in Life Science or Ph.D. in related areas may be an advantage.

- Previous experience in pre-award-related activities is not essential. However, proven experience in managing applications to competitive calls to national and/or international bodies would be an advantage.
- Previous experience working in a scientific environment, liaising and working effectively with a range of disciplines and levels of seniority.
- Experience in grant writing and editing.
- Proficiency in written and spoken English. Portuguese proficiency would be an advantage.
- Capacity to be a supportive and effective team player with the ability to work independently.
- Exceptional organizational skills, high attention to detail, and aptitude to cope with tight deadlines.
- Demonstrate strong motivation in ongoing learning of strategies and methods for the optimization of processes associated with the dissemination of funding opportunities and grant applications.
- Proactive and dynamic.

#### **THE RFA UNIT**

The RFA unit aims to support IGC researchers in preparing strong funding proposals to maximize the available public & private funds from various national & international sources. Services offered include search and dissemination of funding opportunities tailored to the needs of the institute, assistance in the assembly and submission of competitive proposals to national and international funding agencies, lead the contract negotiation of successfully funded projects, and organization of training events for researchers at all career stages on new funding opportunities, grant requirements, and proposal development.

#### **OFFER CONDITION & SALARY:**

We offer a full-time employment working contract on an exclusive dedication basis, following the national Labor code. The salary and other labor conditions offered, including the specific type of contract and its duration will be according to the candidate's professional expertise and experience.

The successful candidate will encounter a highly dynamic and stimulating environment that provides the conditions to develop a strong skills portfolio in the pre-award processes. The post holder will benefit from integrating an experienced team dedicated to research funding, committed to the professional development and continuous training of its members.

The Instituto Gulbenkian de Ciência provides a supportive and international environment in a world-class academic context, which results in a rewarding and highly stimulating working environment, at the forefront of life science.

**TARGET START DATE:** A.S.A.P

#### **APPLICATION PROCESS:**

Potential candidates should send a single PDF file with i) a letter of motivation (in English) describing skills and assets relevant for strengthening the RFA unit and the IGC; ii) a 2-page *Curriculum Vitae*; iii)

a 1-page brief description of the most relevant professional activities in the last 5 years, iv) contacts of two references and v) copy of degrees certificates.

All applications must be addressed to the email [rfaunit@igc.gulbenkian.pt](mailto:rfaunit@igc.gulbenkian.pt) with the subject **RFA\_GrantsAdvisor\_[Your last name]**.

The deadline for the application submission of this announcement is hereby set at the period of 30 calendar days after publication of this announcement, starting on 15th March 2021.

#### **SELECTION PROCEDURE:**

A first-round will consist of an assessment of eligibility and the analysis of the application containing the letter of motivation, CV, a brief description of most relevant professional activities, and recommendations. Short-listed applicants will be invited for a second round, involving an individual interview, in person, or via video conference.

#### **NOTIFICATION OF RESULTS:**

Applicants will be notified of the result by email sent to the address indicated in the application.

#### **NON- DISCRIMINATION AND EQUAL ACCESS POLICY:**

The Instituto Gulbenkian de Ciência (IGC) of the Calouste Gulbenkian Foundation actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefitted, impaired or deprived of any rights whatsoever, or be exempt of any duties based on ancestry, age, sex, sexual preference, marital status, family and economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions, and union membership.

#### **THE INSTITUTE**

As part of the Calouste Gulbenkian Foundation, the Instituto Gulbenkian de Ciência (IGC) is an excellent institute dedicated to biological and biomedical research and innovative postgraduate training, placing science at the heart of society. Based near Lisbon, Portugal is the home of 400 scientists, from 41 different nationalities, aiming to understand the fundamental principles of Biology, in particular how the organism is formed and interacts with its environment, leading to novel approaches towards disease treatment and world sustainability. The IGC shares principles of an interdisciplinary, motivated, and creative scientific team that is supported by high-end and innovative technologies and efficient support services.

IGC has been conferred with an HRS4R stamp of 'HR Excellence in Research' by the European Commission, in recognition of its progress in implementing the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers that among others consists of transparent and merit-based recruitment procedures.

For further information: <https://gulbenkian.pt/ciencia/>